


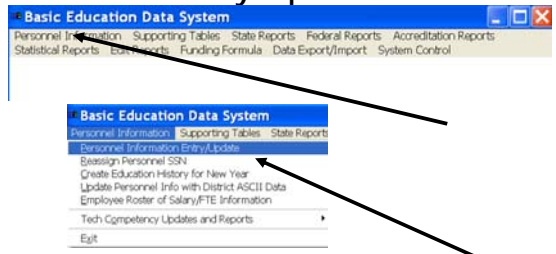
Log On User Name and Password



- District
 - User Name DIST999
 - Password DIST999
- LEA Charter
 - User Name DIST999
 - Password DIST999
- Charter approved by District
 - User Name 999-801
 - Password 999-801

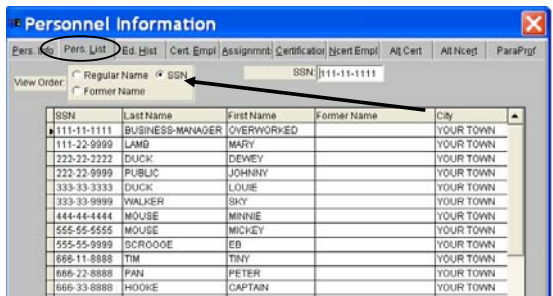
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Select Personnel Information Then "Personnel Information Entry/Update"



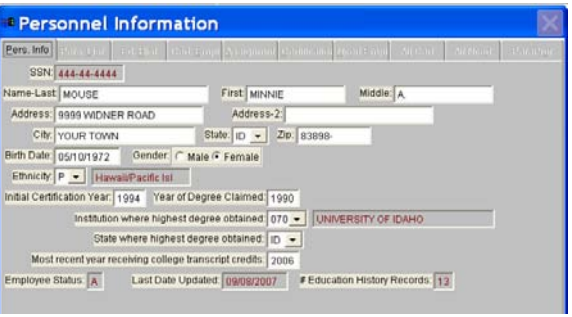
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Personnel List



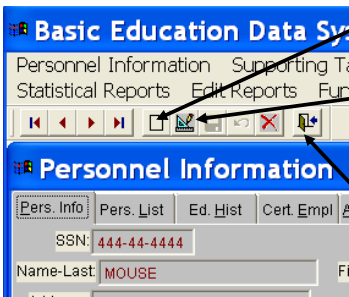
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Personnel Record



8/28 4

Personnel Record



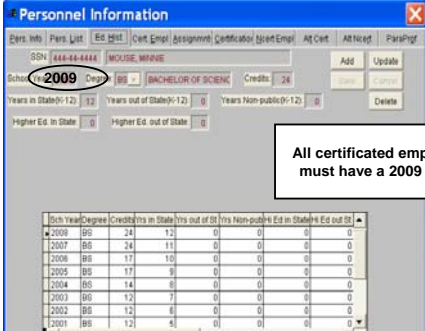
ADD new employee

UPDATE existing record

EXIT

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Education and Experience History



All certificated employees must have a 2009 record

8/28 6

Certificated Employment

All Certificated Employees MUST have a 2009 Cert. Empl. Record

Personnel Information

School Year: 2009, District: 433, Building: 701, Employment Date: 08/21/1995

Contract 1-Base: 231.80, Days: 190, FTE: 0.00, Contract 2-Base: 0, Days: 0, FTE: 0.00

Extra Pay 1-Code: , Amt: 0, Extra Pay 2-Code: , Amt: 0, Extra Pay 3-Code: , Amt: 0, Extra Pay 4-Code: , Amt: 0

Funding 1-Code: 11, % FTE: 100, Funding 2-Code: , % FTE: 0, Funding 3-Code: , % FTE: 0, Funding 4-Code: , % FTE: 0

| Sch Year | District | District Name | Bldg | School Name | Status |
|----------|----------|------------------------|------|---------------|--------|
| 2009 | 433 | SAMPLE SCHOOL DISTRICT | 701 | SAMPLE SCHOOL | A |
| 2007 | 433 | SAMPLE SCHOOL DISTRICT | 701 | SAMPLE SCHOOL | A |

7

Assignment Record

All Certificated Employees MUST have a 2009 Assignment Record

Personnel Information

School Year: 2009, District: 433, Building: 701, Employment Date: 08/21/1995

Contract 1: 50000, 190, 1.00, Contract 2: 0, 0, 0.00

| Period | Assign Code | Building | Ord | W | T | R | F | S | M | Tu | We | Th | Fr | Sa | Su | Qual |
|--------|-------------|----------|-----|---|---|---|---|---|---|----|----|----|----|----|----|------|
| 1 | 01001 | 433 | 0 | | | | | | | | | | | | | |
| 2 | 04001 | 433 | 0 | | | | | | | | | | | | | |
| 3 | 51001 | 701 | 0 | | | | | | | | | | | | | |
| 4 | 43001 | 701 | 0 | | | | | | | | | | | | | |
| 5 | 43001 | 701 | 0 | | | | | | | | | | | | | |
| 6 | 43001 | 701 | 0 | | | | | | | | | | | | | |

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8

Non-Certified Employment Record

All Non-Certificated Employees MUST have a 2009 Non-Certified Employment Record

Personnel Information

School Year: 2009, District: 433, Building: 701, Employment Date: 08/21/1995

Assignment Code: 87101, Business Manager/District C, Rate: 25.00, Hours: 20.00, Weeks: 36

Assignment Code: 87502, Instructional Assistant - Sp, Rate: 25.00, Hours: 20.00, Weeks: 36

Assignment Code: 87101, Business Manager/District C, Rate: 35.00, Hours: 40.00, Weeks: 16

Funding 1-Code: 11, % FTE: 65, Funding 2-Code: 64, Title 19 B/CSEA, % FTE: 35

| Sch Year | District | District Name | Bldg | School Name | Status |
|----------|----------|------------------------|------|---------------|--------|
| 2009 | 433 | SAMPLE SCHOOL DISTRICT | 701 | SAMPLE SCHOOL | A |
| 2007 | 433 | SAMPLE SCHOOL DISTRICT | 701 | SAMPLE SCHOOL | A |

8/28

9

Paraprofessional Record

All Non-Certificated Employees working as Instructional Aides MUST have a Paraprofessional Record - Becomes Permanent Record

Personnel Information

School Year: 2009, District: 433, Building: 701, Employment Date: 08/21/1995

Assignment Code: 87101, Business Manager/District C, Rate: 25.00, Hours: 20.00, Weeks: 36

Assignment Code: 87502, Instructional Assistant - Sp, Rate: 25.00, Hours: 20.00, Weeks: 36

Assignment Code: 87101, Business Manager/District C, Rate: 35.00, Hours: 40.00, Weeks: 16

Funding 1-Code: 11, % FTE: 65, Funding 2-Code: 64, Title 19 B/CSEA, % FTE: 35

| Sch Year | District | District Name | Bldg | School Name | Status |
|----------|----------|------------------------|------|---------------|--------|
| 2009 | 433 | SAMPLE SCHOOL DISTRICT | 701 | SAMPLE SCHOOL | A |
| 2007 | 433 | SAMPLE SCHOOL DISTRICT | 701 | SAMPLE SCHOOL | A |

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10

Approved Summer School Certified Staff

Approved Summer School Non-Certified Staff

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11

ADD 2009 Certificated Contract Record

Basic Education Data System

Personnel Information - Supporting Tables - State Reports - Federal Reports - Accreditation Reports - Statistical Reports - ESR Reports

Personnel Information

School Year: 2009, District: 433, Building: 701, Employment Date: 08/21/1995

Contract 1-Base: 0, Days: 0, FTE: 0.00, Contract 2-Base: 0, Days: 0, FTE: 0.00

Extra Pay 1-Code: , Amt: 0, Extra Pay 2-Code: , Amt: 0, Extra Pay 3-Code: , Amt: 0, Extra Pay 4-Code: , Amt: 0

Funding 1-Code: , % FTE: 0, Funding 2-Code: , % FTE: 0, Funding 3-Code: , % FTE: 0, Funding 4-Code: , % FTE: 0

| Sch Year | District | District Name | Bldg | School Name | Status |
|----------|----------|------------------------|------|---------------|--------|
| 2009 | 433 | SAMPLE SCHOOL DISTRICT | 701 | SAMPLE SCHOOL | A |
| 2007 | 433 | SAMPLE SCHOOL DISTRICT | 701 | SAMPLE SCHOOL | A |

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12

Hit "Tab"

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2009 Record is "populated" with 2008 year data

8/28

Program is reminding you that you need to "update" Years in District

15

Program is reminding you that you need to "update" Years in District ~ change to 14

8/28

Make Changes to 2009 record And "SAVE"

7

Asking "Are You Sure?"

Confirming ~ "2009 Record Has Been Added"

The screenshot shows the 'Personnel Information' window for SSN 666-22-8888, PAN, PETER. The 'School Year' is set to 2009. A dialog box titled 'Employment Info Added' is displayed in the center, indicating that the employment information has been successfully added. The dialog box has an 'OK' button.

19

2009 Certificated Contract Record Now Added

The screenshot shows the 'Personnel Information' window for SSN 666-22-8888, PAN, PETER. The 'School Year' is set to 2009. The 'Contract 1' section shows a base of 40000, days of 190, and FTE of 1.00. The 'Contract 2' section shows a base of 0, days of 0, and FTE of 0.00. The 'Employment Info Added' dialog box is no longer present.

20

Every Contract Record MUST have an 2009 Assignment Record

The screenshot shows the 'Personnel Information' window for SSN 666-22-8888, PAN, PETER. The 'School Year' is set to 2009. The 'Contract 1' section shows a base of 9515, days of 190, and FTE of 0.20. The 'Contract 2' section shows a base of 0, days of 0, and FTE of 0.00. The 'Assignment' section shows a table with columns for 'Per Id', 'Assign Code', 'Building', 'Ord', 'Lvl', 'W', 'B', 'H', 'N', 'A', 'P', 'M', 'Qual'. The table is populated with data for the 2009 assignment record.

21

ADD 2009 Assignment Record

The screenshot shows the 'Personnel Information' window for SSN 666-22-8888, PAN, PETER. The 'School Year' is set to 2009. The 'Contract 1' section shows a base of 9515, days of 190, and FTE of 0.20. The 'Contract 2' section shows a base of 0, days of 0, and FTE of 0.00. The 'Assignment' section shows a table with columns for 'Per Id', 'Assign Code', 'Building', 'Ord', 'Lvl', 'W', 'B', 'H', 'N', 'A', 'P', 'M', 'Qual'. The table is populated with data for the 2009 assignment record. The 'Add' button in the top right corner of the 'Assignment' section is highlighted with a red circle.

22

Prior year assignment information does NOT populate

The screenshot shows the 'Personnel Information' window for SSN 666-22-8888, PAN, PETER. The 'School Year' is set to 2009. The 'Contract 1' section shows a base of 9515, days of 190, and FTE of 0.20. The 'Contract 2' section shows a base of 0, days of 0, and FTE of 0.00. The 'Assignment' section shows a table with columns for 'Per Id', 'Assign Code', 'Building', 'Ord', 'Lvl', 'W', 'B', 'H', 'N', 'A', 'P', 'M', 'Qual'. The table is populated with data for the 2009 assignment record.

23

Make Sure Contract and Assignment Record Align

The screenshot shows the 'Personnel Information' window for SSN 666-22-8888, PAN, PETER. The 'School Year' is set to 2009. The 'Contract 1' section shows a base of 40000, days of 190, and FTE of 1.00. The 'Contract 2' section shows a base of 0, days of 0, and FTE of 0.00. The 'Assignment' section shows a table with columns for 'Per Id', 'Assign Code', 'Building', 'Ord', 'Lvl', 'W', 'B', 'H', 'N', 'A', 'P', 'M', 'Qual'. The table is populated with data for the 2009 assignment record. The 'Contract 1' and 'Assignment' sections are aligned, ensuring that the contract and assignment records match.

24

Basic Education Data System

Personal Information Supporting Data Data Reports Federal reports Accreditation Reports Statistical Reports CSR Reports

Funding Formula Data Export/Import System Control

Personal Information

2009

PERSONAL INFO PERSONAL HISTORY

SAVE

25

[illegible]

6

[illegible]

1

Basic Education Data System

Personal Information | Supporting Information | Reports | Federal Reports | Accreditation Reports | Statistical Reports | Self Reports

Home > Data Entry > School > [School Name] > [School Type] > [School Level] > [School Year] > [School Status] > [School Type] > [School Level] > [School Year] > [School Status]

Personnel Information

2009

Save

28

The screenshot shows the 'Basic Education Data System' (BEDS) interface. The main window is titled 'Personnel Information' and displays a form for the year 2009. The form includes fields for School, District, and various personnel details. A 'Course Level Error' dialog box is displayed, indicating that the Course Level must be B, G, E, M, or T if other address present.

Personnel Information Form (2009):

| Field | Value |
|------------------------------|-------|
| School | 2009 |
| District | 0000 |
| Personnel Type | 0000 |
| Personnel ID | 0000 |
| Personnel Name | 0000 |
| Personnel Address | 0000 |
| Personnel City | 0000 |
| Personnel State | 0000 |
| Personnel Zip | 0000 |
| Personnel Phone | 0000 |
| Personnel Email | 0000 |
| Personnel Course Level | 0000 |
| Personnel Course Level Error | 0000 |

Course Level Error Dialog:

Course Level must be B, G, E, M, or T if other address present.

29

[illegible]

0

Correct and Save 50% Instructional & 50% Administrative

8/28

"Are you sure?"

8/2

32

Verifying ~ 2009 Assignment Record has been added

8/28

33

READ ONLY ~ Certificates and Endorsements on file with SDE

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READ ONLY ~ Certificates and Endorsements on file with SDE

8/28

35

READ ONLY ~ Certificates and Endorsements on file with SDE

36

[illegible]

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Non-Certified Verify/Update Personnel Record

Basic Education Data System

Personnel Information Supporting Tables State Reports Federal Reports Accreditation Reports Statistical Reports Edit Reports
 Printing Formula Data Export/Import System Control

Personnel Information

Form 001

Name: JAMES, JESSIE L

SSN: 123456789

First (last name): JESSIE L

Address: 123456789

City: 123456789 State: 01 Zip: 12345

Birth Date: 12/31/1955 Gender: Male Female

Gender: Male

Education Level: High School Graduate

Education History Records: 1

Last Date Updated: 11/08/2010

Education History Records: 1

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38

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38

[illegible]

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9

[illegible]

8/28

0

[illegible]

8/28

41

"Prior Year Data Exists... Do You Wish to Populate?"

8/28

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Update with 2009 Data

The screenshot shows the 'Personnel Information' window for the year 2009. It displays a table with columns for Assignment Code, Position, Rate, Hours, and Status. The table is populated with data for various positions, including Business Manager, Instructional Aide, and Special Ed. The 'Update' button is visible at the bottom right of the window.

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2008 Record - 100% Business Manager

2009 Record - 65% Business Manager, 35% Title IV-B Aide

The screenshot shows the 'Personnel Information' window for the year 2009. It displays a table with columns for Assignment Code, Position, Rate, Hours, and Status. The table is populated with data for various positions, including Business Manager, Instructional Aide, and Special Ed. The 'Update' button is visible at the bottom right of the window.

8/21

44

2009 - wages will be paid from two different sources

General Maintenance & Operation
Title VI-B Federal Funds

| | | | | | |
|----|----|----|-----------|------|---------------------------------|
| 20 | 25 | 36 | \$ 18,000 | 35% | Business Manager |
| 20 | 25 | 36 | \$ 18,000 | 35% | Instructional Aide - Special Ed |
| 40 | 25 | 16 | \$ 16,000 | 30% | Business Manager |
| | | | \$ 52,000 | 100% | |

8/28

45

Change Funding Source
Save

The screenshot shows the 'Personnel Information' window for the year 2009. It displays a table with columns for Assignment Code, Position, Rate, Hours, and Status. The table is populated with data for various positions, including Business Manager, Instructional Aide, and Special Ed. The 'Update' button is visible at the bottom right of the window.

8/28

46

Let's you know the record has been updated

The screenshot shows the 'Personnel Information' window for the year 2009. It displays a table with columns for Assignment Code, Position, Rate, Hours, and Status. The table is populated with data for various positions, including Business Manager, Instructional Aide, and Special Ed. The 'Update' button is visible at the bottom right of the window.

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This Non-Certified individual now works as an Instructional Aide - Special Ed (Remember - you need to complete a paraprofessional record on instructional aides)

The screenshot shows the 'Personnel Information' window for the year 2009. It displays a table with columns for Assignment Code, Position, Rate, Hours, and Status. The table is populated with data for various positions, including Business Manager, Instructional Aide, and Special Ed. The 'Update' button is visible at the bottom right of the window.

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Paraprofessional Record Required

8/21

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Complete Paraprofessional Information and Save

8/28

50

Error Message ~ missing data

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51

Example - forgot to enter "Institution" where Associate Degree was Obtained

52

May Only be Verified By -

53

Why? -

These Certified Administrative Positions Require Idaho Credentials

And are KEY players in the HQT reporting

Save Paraprofessional Record

55

Verifying - Are you sure you want to save?

8/28

Letting you know the Paraprofessional Record has been Saved ~

8/28

Recommendation ~

Make sure this Information is Accurate.

Once it is submitted To SDE, this data Will become a part of that individuals Permanent information (until changed or updated)